

# GSJ Graduate Handbook 2022-23



# **GSJ GRADUATE HANDBOOK 2022-23**

Gender and Social Justice at McMaster University

CATHERINE ANDERSON



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# DATE OF THIS EDITION

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This version is up to date as of August 24, 2022.



# PEOPLE, POLICIES AND PROCESSES

As of August 2022, McMaster is planning for the 2022-23 academic year to be fully in person, on campus.



# PROGRAM DIRECTOR

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Dr. Catherine Anderson is the Director of the Gender and Social Justice program and an Associate Professor in the Department of Linguistics and Languages. She holds a PhD in Linguistics from Northwestern University and has been a faculty member at McMaster since 2005. Catherine lives with her wife and twin teenage sons in Hamilton, on the land governed by the Dish With One Spoon wampum agreement.

## A message from Dr. Anderson

Allow me to extend a very warm greeting to all students in the GSJ program. I am excited to get to know you and learn alongside you! One of the things that drew me to the GSJ program was the deep spirit of collaboration among faculty and students, and I'm eager to learn about your work, both academic and activist.

In the 2022-23 year I'll be teaching the course Gender Studies 701 *Doing Anti-Oppressive Research*, so we'll get to know each other in that context. Beginning in September I'll hold regular student drop-in hours in Chester New Hall, Room 212. You can also always reach me at [gsj\\_dir@mcmaster.ca](mailto:gsj_dir@mcmaster.ca) or you may book a meeting with me.



Photo credit: Lindsay Palmer

# PROGRAM STAFF

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You can find the program staff in their offices on the third floor of Chester New Hall. The office in 321 is open Monday to Friday, 9:00-12:00 and 1:00-4:00, but GSJ staff are not necessarily there every day. The best way to be sure of finding them there is to send an email to [gsj@mcmaster.ca](mailto:gsj@mcmaster.ca) !

## Academic Department Manager

Sophie Goellnicht is the Academic Department Manager for the GSJ program. You can reach Sophie by email at [goellnsk@mcmaster.ca](mailto:goellnsk@mcmaster.ca) or find her in her office in CNH 327.

Sophie manages the budgets and finances for the GSJ program and can help you with questions that have to do with your employee status as a TA. She also works with the Director on course management and scheduling.

## Administrative Assistant

Our regular Admin Assistant Angela Zaya is on leave for most of 2022-23. Katherine Walker is her replacement. You can reach Katherine by email at [gsj@mcmaster.ca](mailto:gsj@mcmaster.ca) or find her in the main office in CNH 321.

Katherine can help you with lots of things:

- registering for courses,
- figuring out your program requirements,
- paperwork for the School of Graduate Studies,
- with class lists for your tutorials,
- desk copies of textbooks,
- lots of other things!

If you're not sure who to ask for help, Katherine is best first point of contact.

# SPACE

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## GSJ Program Offices

Much of what happens in GSJ is in Chester New Hall (CNH). The Director's office and student and TA workspaces are on the second floor and program staff offices are on the third floor.

Most faculty members who teach and supervise in GSJ have offices in their home departments, so you might need to consult the campus map to find them.

## Student workspace

Full-time students have shared office space that you may use for studying and for your TA work. You may also use this office to schedule meetings with students; you'll probably need to negotiate with your officemates as to who uses the office at what times!

All students in GSJ and Global Peace and Social Justice (GPSJ) also have access to a shared lounge space in CNH 217. You can also find your mailbox in this room, where you can receive campus mail.

If you need to photocopy documents in your role as a TA, you'll be given a code for the copier. You can find the key to the photocopier area either in your student office or in the lounge.

## Considerations for shared offices

You're permitted to bring books, decorations, or other items to personalize your office space, being mindful to consider your officemates. Please do not use incense, candles, or any other fragrance in your campus office space.

To prevent theft, it's wise to make sure the office is locked whenever you leave it, even if it's just for a few minutes. The corridors of CNH are effectively open to all, and unfortunately it is common for laptops, phones, and headphones to go missing.

In-office trash bins get emptied only every couple of weeks, so if you eat in your office please dispose of your food containers in the big trash bin in the central hallway, not in the bin in your office. Also remember to take home your leftovers at the end of each day!

## Waterworks

Many campus drinking fountains also provide filtered water for refilling a reusable water bottle, so you might want to keep a mug or water bottle in the office.

There are All-Gender washrooms on both the 2nd and 3rd floor of CNH. There are many other All-Gender washrooms on campus; check the Equity and Inclusion Office's website for an updated list of other locations.

# TECHNOLOGY

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McMaster has a lot of different tech systems with a lot of different names, and you use your MacID to log in to all of them. So the first thing you'll want to do is activate your MacID.

Mosaic is where you register for courses, enter your address and payroll information, and many other things. It's the central place where McMaster keeps track of who you are as a student and as an employee.

Avenue (also known as Avenue2Learn or A2L) is where you'll find most of the content for your courses. Different instructors use Avenue in different ways, but you'll probably find your syllabus, assignments, and grades in Avenue.

Your email is handled through Outlook. Log into office.com with your email address **MacID@mcmaster.ca** and you'll have access to Outlook and the full suite of Office software. Some of your classes might use Teams from the Office suite.

Your MacID also gives you access to the Library's services from off-campus, and to many other services.

# DAYS AND DATES

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## Official Dates

Consult the Academic Calendar for all official dates and deadlines.

## Graduate Course Dates

- Fall term Graduate classes begin **Monday September 12**.
- Due dates for coursework will vary according to each course, but all coursework for the fall semester must be submitted by **December 19**.
- Winter term Graduate classes begin **Monday January 9**.
- All coursework for winter semester must be submitted by **April 27**.

## Undergraduate Course Dates

If you're taking a 600-level course, then it also has an undergraduate 400-level section, so it will follow the undergraduate dates.

If you are working as a Teaching Assistant (TA), then your schedule will also be affected by the dates of undergrad courses. Your course supervisor will tell you what the responsibilities are for your TA position, but in the absence of other information you should plan to attend the scheduled lectures in addition to your own tutorials.

- Fall semester classes begin **Tuesday September 6** and end on **Thursday December 8**.
- There are no classes on Friday September 30 or during the Fall Break, Oct 10-16.
- The final exam period runs **December 9-22**. TAs usually have papers and exams to mark during this period. In other words, just because classes are finished doesn't mean your TA work is finished!
- Winter semester classes begin **Monday January 9** and end on **Wednesday April 12**.
- No classes during Winter Break February 20-26, and no classes April 7-8.
- Final exams run **April 14-29**.

## MA Program Cycle

The general flow of the year in the MA program is the following.

### September

- Undergraduate courses and TA responsibilities begin.
- Fall term graduate courses begin.

### October

- For students applying to PhD programs, SSHRC grant applications are due. Consult the program office for the specific due date.

### November

- Begin making plans for MRP project and supervisor.

### December

- Complete Fall term course work.
- Finish marking and grade entry for TA work.

### January

- Undergrad courses and TA responsibilities begin.
- Winter term graduate courses begin.

### February

- Continue drafting MRP proposal with supervisor.

### March

- Submit MRP proposal to program for feedback and approval.
- For students conducting research with human participants, submit research protocol to MREB.

## April

- Complete Winter term and two-term coursework.
- Finish marking and grade entry for TA work.
- Keep working on MRP!

## May

- Present MRP work in progress to fellow students in workshop mid-month.

## June

- Submit first draft of MRP to supervisor and program for feedback by **June 30**.

## July

- Receive feedback on first draft by July 14.
- Submit revised second draft of MRP to supervisor and program by **July 28**.

## August

- Receive feedback on second draft by August 14.
- Submit final MRP to program by **August 31**.

## September

- If necessary, submit clean final copy of MRP to program.
- Submit graduation paperwork to program office by **September 15**.

# REGULATIONS AND RESOURCES

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## About Being a Student

Your status as a McMaster student is governed by all the Regulations of the Graduate School and the Code of Student Rights and Responsibilities. Note that one of the regulations includes the requirement for grad students to be on campus for all three terms of the academic year. In other words, there is no option to attend GSJ courses remotely.

The Graduate School offers many useful programs and resources for students, including this useful Orientation Hub for new students.

## About Conducting Research

All McMaster researchers, including students, staff and faculty, who wish to conduct research with human participants, must submit their proposed research for review by the McMaster Research Ethics Board (MREB). MREB offers many resources and sample documents to help you prepare your protocol.

## About being a Teaching Assistant

Your employment as a TA is governed by the Collective Agreement that your union local (CUPE 3906, Unit 1) has negotiated with your employer, the university.

In each of Fall and Winter semesters you'll be assigned to a particular course. The instructor for that course is the supervisor of your TA work for that semester. In the first week of each semester, you and the instructor should complete the [Hours of Work](#) form together. Ordinarily, your work is 130 hours over the semester, which might not work out to exactly ten hours per week: some weeks might be only two or three hours, while weeks that include marking papers might be closer to 20 hours. One reason the Hours of Work form is important is so you can plan your time for the semester.

Through your CUPE membership you have access to many benefits, such as dental care and childcare reimbursement. Your union steward can direct you as to how to access these benefits.

## TA Training

The first time that you work as a TA, you'll need to complete five hours of **Anti-Oppression and Pedagogy** training by **September 21**. You're paid for these five hours once you complete them. If you have already worked as a McMaster CUPE TA in the past and have completed these hours, there is no need to complete them again. This training takes the form of online webinars. You can learn more about these webinars at the Human Resources Mandatory TA Training site. The webinars themselves are delivered through Avenue, under the *Faculty of Humanities Paid TA Training* course.

In addition, for each 130-hour contract, you are required to complete three paid hours of **Health and Safety** training, which you can do on Avenue. You can find more details at the Human Resources Health and Safety Training site.

GSJ also runs program-internal workshops to support your development as a teacher, about once a month in the Fall semester.

## Support for your TA work

The MacPherson Institute supports the development of teaching skills for instructors and TAs. They offer a great many services, resources and supports. Here are some of the most useful:

- General Teaching and Learning Resources
- Welcome Package for TAs
- Teaching Assistant Guide
- Classroom Directory

# ABOUT MONEY

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## Getting Paid

Pay for your TA work is handled by Payroll. You'll receive your pay every two weeks, deposited directly to your bank account. You'll need a Canadian bank account for your pay to be deposited!

You're paid for TA work only during semesters that you work as a TA, ordinarily, Fall and Winter semesters.

As a TA you also have access to some Benefits. Learn more about your pay and benefits at the Human Resources site.

Scholarships, grants and bursaries are paid through Grad Studies, deposited directly to your bank account. The total amount of your scholarship is divided by three, so that you receive one-third in each of the first weeks of the terms, September, January and May.

## Paying your Fees

The exact amount of your tuition fees and supplementary fees depends on your student status (domestic or visa, full-time or part-time). Your account in Mosaic will show you the amount due. Your fees are due in September, January and May.

# ABOUT COVID-19

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As of August 24, 2022, the Covid-19 pandemic is still active in Hamilton. Public health directives from the city and the province change frequently. The university maintains a Covid Information Site with all the most recent information for students, faculty and staff.

At present there is no requirement to wear a face mask on campus, but masking is strongly encouraged. Of course, if you are feeling ill, please do not come to campus!

## Vaccines

The university has different requirements for students and employees. If you hold a Teaching Assistantship, then both sets of rules apply to you!

For **students**, as of August 24, 2022, vaccines are recommended but not required. That said, the vaccine mandate that was in place for last year could be reinstated at any time, so it's a good idea to document your vaccination status in the MacCheck system.

For **employees, including TAs**, up-to-date vaccines are required. Upload your proof of vaccination status to the MacCheck system.

If you're not fully vaccinated, you can book an appointment for your next dose through the Province of Ontario.



# MASTER OF ARTS PROGRAM



# BEFORE SEPTEMBER: GETTING ENROLLED

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There are some tasks you'll need to complete before the program begins. You'll receive many emails from the GSJ program and from the School of Graduate Studies (SGS), which contain important information. We've also provided as much of that information as possible here in this handbook, for your reference.

Before September, GSJ will contact you at the email address you provided when you applied for the program. After the beginning of September, we will use only your [@mcmaster.ca](mailto:@mcmaster.ca) email.

## First things first

We recommend starting with SGS's Notes for successful applicants. One of the most important tasks is Activating your MacID, which you will then use to log into all McMaster's tech systems.

## Registering for courses

SGS has compiled lots of information about the enrolment process. We recommend reading through [How to Enrol](#) before starting. Beginning on July 5, you may register as a McMaster student through Mosaic.

Before August 2, you should be enrolled in the following core courses:

Fall 2022	GendrSt 701
	SGS 101
	SGS 102
Winter 2023	GendrSt 700
	GendrSt 702
Spring/Summer 2023	SGS 700

It might be later than August 2 before you've decided on your electives, but as long as you're enrolled in the core courses, you have until September to get your electives confirmed. Before September 7, you should have selected and enrolled in your electives. If you change your mind about your electives, you have until September 23 to choose a different one.

## Clearing Conditions

When you received your offer of admission, there might have been conditions on your admission. For example, you might need to have your previous university send a transcript to show that you've completed your degree, or you might need to present a certified translation of your documents.

This advice from SGS provides lots of detail about how to clear your conditions. You might also find this advice from GSJ useful. Make sure to start this process with enough time to complete it before December 1. If you need help, Katherine in the GSJ office can give you advice.

<b>Key Registration Dates</b>	<i>(If there is any difference between these dates and those published in the Graduate Calendar, then the Graduate Calendar is correct.)</i>
July 5	Enrolment opens in Mosaic.
August 2	Final day to enrol without \$50 penalty. <i>(It's still possible to change your courses after this date.)</i>
September 7	Final day to enrol.
September 23	Final day to add a class.
November 11	Final day to drop a class
December 1	Final day to clear enrolment conditions, such as transcripts and other documents.

# CONDITIONAL OFFERS

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## Condition Clearing

If you were made a conditional offer of admission, the conditions on your offer need to be cleared by December 1st, 2022. The School of Graduate Studies provides full details about clearing conditions.

Since the beginning of the pandemic, not all universities provide transcripts the way they used to. Here are some possible ways to obtain the necessary documents.

**Preferred:** Request that your university email an electronic version of your official transcript to the program at [gsj@mcmaster.ca](mailto:gsj@mcmaster.ca).

**Next Best:** Have your university mail a paper version of your official transcript to the program at this address:

McMaster University  
Gender & Social Justice Program  
ATTN: Katherine Walker  
1280 Main St. W.  
Hamilton, ON  
L8S 4M2  
CANADA

**Also Possible:** Have your university mail the paper transcript to you, making sure that it is sealed by the institution. Do not unseal the transcript! Bring the sealed envelope to the GSJ office.

# WHAT TO EXPECT IN THE FIRST MONTH

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The first few weeks of a graduate program can be very overwhelming! It's a good idea to plan to arrive in Hamilton before the semester officially begins, so you have time to get settled and find your way around the neighbourhood. Most leases for houses or apartments begin on the 1st of the month, so you should be able to move in as soon as Sept 1.

Everything gets started right after Labour Day, on Tuesday Sept 6. Here's what to expect in those first weeks:

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	Attend GSJ Orientation.
Week of Sept 6	Attend GSJ TAs & Instructors Workshop Undergrad and 600-level classes begin: plan to attend the course for which you're the TA. Start your Anti-Oppression training (5 hours) and Health & Safety training (3 hours)
Week of Sept 12	700-level classes begin. You'll find most of your course information in Avenue.
Week of Sept 19	Complete your Anti-Oppression and Health & Safety training before Sept 20.
Week of Sept 26	Complete SGS 101 and SGS 201 before Sept 30.

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# STUDENT LEADERSHIP POSITIONS

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## Faculty of Humanities

Each graduate program selects a student to represent their fellow students at Faculty of Humanities meetings. Student representatives at these meetings offer a student point of view on relevant issues, and vote on agenda items.

The Director will call for nominations/volunteers early in September. If you're interested in representing your student colleagues, you may nominate yourself. If more than one student volunteers or is nominated, the representative is chosen by simple majority vote by the current cohort of MA students.

## Symposium Committee

Two seats are open on the Symposium Committee for student members from either the MA or the PhD Diploma program. Student members of this committee attend meetings, provide input on events, and contribute to the planning and operation of symposium events. When guest speakers are invited, the student members of the committee will have priority for meeting with the guests.

If you're interested in volunteering for the Symposium Committee, speak to the Director in September.

# M.A. PROGRAM REQUIREMENTS

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In the event that any information in this handbook differs from what appears in the Graduate Calendar, then the Graduate Calendar is considered correct.

The one year Master's program leads to the degree of Master of Arts in Gender and Social Justice. Students pursuing the MA complete a mix of course work, experiential learning, and independent research.

## **Full Time or Part Time?**

Typically, students complete the MA program in twelve months, beginning in September. If you are completing the program on a part-time basis, the requirements are the same, but may be completed over a maximum of five years. The three core courses must be required before the major research project (MRP).

# CORE COURSES

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## GSJ Compulsory Courses

In the McMaster system, a 3-unit course corresponds to a single semester, while a 6-unit course usually occurs across two semesters. All students must complete the **three** core courses, representing nine units.

- Gender Studies 700 *Theorizing Gender and Social Justice*.  
Offered in Winter 2023.
- Gender Studies 701 *Doing Anti-Oppressive Research*.  
Offered in Fall 2022.
- **Gender Studies 702** *Knowledge in Action*.  
Offered in Winter 2023

Note that 2022-23 is an exceptional year: Rather than the two-semester (6-unit) version of *Knowledge in Action*, we are able to offer only a one-semester (3-unit) version. This means that you'll take three electives instead of two.

## McMaster Compulsory Courses

All McMaster graduate students must also complete two short on-line courses by **September 30**. Students may not graduate or register in subsequent academic years without having successfully completed these two courses. How to enrol.

- SGS 101 Academic Research Integrity
- SGS 201 Accessibility for Ontarians with Disabilities Act (AODA)

# ELECTIVE COURSES

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MA students must also complete **nine units** of electives. Many courses are pre-approved for credit towards the MA. [Approved Electives] (pdf document)

To register in an elective course, contact the administrator listed in the electives document, who can arrange the permission for you.

## Sample Email

Hello, I'm a student in the MA program in Gender & Social Justice. My student number is #####. I'm interested in taking COURSE CODE in your department in FALL/WINTER semester. Are there seats available? If so, may I have permission to register in Mosaic?

If you find a course not on the pre-approved list that you think is relevant to your studies, contact the Director to ask if the course can count as an elective. Electives should be relevant to the fields of Gender and Social Justice.

It's a good idea to try to balance your course load so that you have the same number of courses in each semester:

- 701 plus two electives in Fall
- 700 and 702 plus one elective in Winter

Other programs occasionally offer elective courses in the Spring/Summer term but these are rare!

# RESEARCH SYMPOSIUM

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The GSJ program supports a robust series of visiting speakers, community events, panels, and workshops. We sponsor guests from other universities, activist organizations, and community groups, as well as scholars from McMaster, to present their research. Each of our Ph.D. diploma students presents their thesis as research-in-progress in the series. In addition to public lectures, GSJ students often have opportunities to meet with several symposium guests in a seminar setting for deeper conversation. Some symposia will meet during the GS 701 course, while other events will be scheduled at other times to encourage broader community participation. M.A. and Diploma students are expected to attend symposium events.



# MA MAJOR RESEARCH PAPER (MRP)

In addition to coursework, the other requirement for the MA degree is the Major Research Paper (MRP). The MRP builds on and expands the work that you started in your courses, and gives you scope to explore new interests and devise an independent research agenda. Each student will work closely with a supervisor, first to develop a proposal to be approved by the GSJ MA Committee and then to see the project through to completion. You'll begin working on your proposal in the Fall semester and have your proposal approved in the Winter. Most of the work of the project will take place between April and August.



# OPTIONS FOR MRPS

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Your MRP may take one of four possible forms:

- a research paper
- a project in pedagogical research
- a knowledge in action project
- an arts-based research/research creation project

## Research Paper

This option likely arises from and extends work from one of your seminar courses. The end result is an original and potentially publishable scholarly article about 20-25 pages long.

## Pedagogical Research Project

This option involves compiling a reading list, preparing a course outline, and writing a paper about your pedagogical rationale. In consultation with your supervisor, you will choose a particular sub-field or topic within gender and social justice. The end result is:

- an extended reading list of about 30-40 items, including:
  - literature on the chosen subfield or topic, and
  - literature on pedagogy appropriate to that subfield
- a detailed outline for a course on the topic, including readings, assignments, and other learning activities
- a short research paper (10-15 pages) explaining the choices made in the original reading list and in the course outline, contextualized in light of the relevant pedagogical issues and theories.

## Knowledge in Action Project

This option usually extends the work you started in your *Knowledge in Action* course. In consultation with your supervisor and a community organization, you will devise and deliver a

policy brief, website, grant proposal, lecture series, or other document or tool for use by the organization in question, in addition to writing a 10-15-page critical reflection paper.

## Arts-Based/Research Creation Project

This option consists of a creative project in an approved format, accompanied by a 10-15 page critical reflection paper. To select this option and decide on a format, you'll consult with your supervisor **and the GSJ MA committee.**

# MILESTONES AND DUE DATES

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November	Consult with Director to identify potential supervisors, usually in the 701 course.
December and January	Director and MA Committee confirm each student's supervisor.
January-February	Begin working with your supervisor to develop your <b>project proposal</b> (see below).
March 10	Submit MRP Proposal to program for feedback and approval. If the proposal involves working with human participants, also submit a draft of the MREB Protocol.
later in March	If applicable, submit the protocol approved by GSJ to MREB.
mid-May	Present your work in progress to students and faculty at the <b>MRP Workshop</b> .
June 30	Submit <b>first draft</b> (see below) of MRP to supervisor and program for feedback. The Director will confirm your second reader.
July 14	Receive supervisor's feedback on first draft. Revise draft based on feedback.
July 28	Submit revised <b>second draft</b> (see below) to supervisor and program. The program will send your draft to the second reader.
August 14	Receive feedback from supervisor and second reader. Revise draft based feedback.
August 30	Submit <b>final version</b> (see below) to program and supervisor.
September 10	Receive final assessment from supervisor and second reader.

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September 15Submit graduation paperwork and clean final copy of MRP to program.

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## First Draft

You will have worked on your first draft with your supervisor's advice. It's wise for this draft to be as complete as you can manage, to maximize the opportunities for feedback and advice. But also remember that it is very much still a draft — you can expect to have major revisions still to do.

Submit your draft as a Word .docx to the program office by the due date listed above. Your supervisor will return your draft with comments and suggestions for revision within two weeks.

## Second Draft

Paying attention to your supervisor's comments, revise your paper to produce the second draft. Submit your second draft as a Word .docx to the program office by the due date listed above. If your project has components that are not readily submittable as text documents (for example, artwork), arrange some way to make these components available.

The program will send your submission to your second reader. Your supervisor and second reader will provide feedback on this version of the paper within two weeks.

## Final Version

Make any revisions that your supervisor and second reader have suggested to produce the final version of your paper. Submit this version electronically to the program by the due date listed above. The supervisor and second reader will assess the final version of the MRP and assign it a grade: Pass, Fail, or Pass with Distinction. Once you receive their final assessment, make any required copyedits to the document and submit the clean copy to the program office as a pdf document, along with the MRP Final Submission Form, by September 15. **If you want to graduate in the Fall Convocation, this deadline is firm.**

# MRP PROPOSAL

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## Required for all students

Your proposal is an opportunity to get advice and guidance on your project from the faculty on the MA Committee. It consists of:

- A document about 1,000-1500 words long that outlines the research question, scope, theoretical frameworks, and methods that will inform the MRP
- A timeline that identifies five benchmark dates for project work.
- A tentative bibliography for the project.

## Required for some students, depending on MRP format

If your proposal is for a Knowledge in Action Project, then it must also include:

- a written **agreement with the community organization**, indicating the organization's willingness to accommodate the student's project, specifying the person(s) in the organization who will directly supervise and mentor the work, and outlining what the terms of the project will be.

If you propose to conduct research with human participants, then your proposal must also include:

- a draft of the protocol you intend to submit to the relevant Research Ethics Board (either MREB or HIREB)

If your proposal does not include a draft ethics protocol, then you are not permitted to conduct research with human participants.

## Submitting the proposal

Submit your proposal in Word .docx format to the program office, accompanied by the MRP Proposal Submission Form signed by your supervisor. Your proposal is due by **March 10, 2023**.

The GSJ MA Committee will review your proposal (and MREB protocol, if applicable) and will provide formative feedback as to how to conduct your research. If the proposal is not satisfactory, it is possible that the Committee might ask you to revise and resubmit it.

# WORKSHOP

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During the second or third week of May, the program will schedule a series of MRP Workshops. Each workshop session will include three or four MA students and two or three GSJ faculty members. You'll have 30 minutes to:

- Make a brief presentation (10-12 minutes) about your project's questions and methods. At this stage, your project is still very much a work in progress!
- Receive advice, feedback and support from the other students and faculty at the workshop. It's a good idea if your presentation includes specific questions that you'd like advice on.

You may invite your MRP supervisor if you like, but it's not necessary — the goal is to have the benefit of learning from colleagues besides your supervisor.

Students who are not presenting at a given workshop are not required to attend the other workshops, but are very welcome to attend and offer questions and feedback.

Participation in the MRP Workshop is a required component of the project. If you need accommodations or other support for the Workshop, please contact the Director to discuss your needs.

# PHD GRADUATE DIPLOMA

In the event that any information in this handbook differs from what appears in the Graduate Calendar, then the Graduate Calendar is considered correct.

The Graduate Diploma (Ph.D.) in Gender and Social Justice aims to enhance the intellectual development and training of students already enrolled in doctoral programs by allowing them to combine disciplinary research with interdisciplinary scholarship from the fields of Gender and Social Justice.

The Graduate Diploma option is available to in-course Ph.D. students in McMaster's Departments of Anthropology, Communication new Media and Cultural Studies, English and Cultural Studies, French, History, Philosophy, Religious Studies, Social Work and Sociology. If you are enrolled in a different Ph.D. program and are interested in pursuing the GSJ Diploma, please contact the program Director to discuss the question.

Students completing the diploma will receive the notation *Completed Graduate Diploma in Gender and Social Justice* on their academic transcript in addition to the doctorate degree from their home graduate unit.



# DIPLOMA REQUIREMENTS

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Requirements for the GSJ Graduate Diploma are in addition to those of the student's home PhD program.

## Courses

Six units (i.e. two one-semester courses), one required and one elective. Courses cannot be counted towards both the Ph.D. degree and the GSJ Ph.D. diploma. Students will normally complete the diploma coursework during the second year of their PhD studies. In order to ensure timely degree completion, diploma students are encouraged to choose an elective course likely to directly enhance and move forward their thesis research.

### Required Course

Gender Studies 700 Theorizing Gender and Social Justice

This is a one-semester course. Two sections of the course are offered, one in Fall 2021 and one in Winter 2022. You may register in whichever you choose.

### Elective Course

One additional elective course in gender and social justice.

Elective courses, usually from the Faculties of Humanities or Social Science, should be of relevance to gender and social justice. The approved electives for 2021-22 can be found on the program website.

To register in a course offered by a program outside GSJ, contact the administrator for the relevant department, who can arrange the permission for you.

If you find a course not on the pre-approved list that you think is relevant to your studies, contact the Director to ask if the course can count as an elective.

## Thesis

Students in the GSJ diploma program must write a doctoral thesis on a topic related to the broad fields of Gender and Social Justice.

You will first write your thesis proposal in accordance with the requirements and timeline of your home department. Once it is approved by your home department, submit your proposal to GSJ for formative feedback. There are two opportunities a year for proposal feedback:

- Submit by Nov 1 for feedback in late November.
- Submit by April 1 for feedback in late April.

The GSJ director, with support from the PhD Diploma Committee, will approve the dissertation topic's relevance to the program's interdisciplinary focus in gender and social justice and provide comments designed to strengthen the research as a contribution to this broad field. After this point, thesis evaluation for Ph.D. students is entirely at the discretion of the home department, i.e. the supervisor and thesis committee members appointed by that department. Faculty members in the Gender and Social Justice program may sit on doctoral thesis supervisory committees, or serve as external examiners of doctoral theses, but such arrangements are entirely at the discretion of the home department.

## GSJ Research Symposium

Please see the next section.

# RESEARCH SYMPOSIUM PARTICIPATION

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The GSJ program supports a robust series of visiting speakers, community events, panels, and workshops. We sponsor guests from other universities, activist organizations, and community groups, as well as scholars from McMaster, to present their research. In addition to public lectures, GSJ students often have opportunities to meet with several symposium guests in a seminar setting for deeper conversation.

Regular attendance at Symposium events is a vital component of the PhD Diploma. To satisfy this requirement, attend **at least two** symposium events each year that you're enrolled in the program. Of course, it's even better for your learning if you attend more than two each year!

## Symposium Presentation

The other requirement of the PhD Diploma is to present your thesis research-in-progress in the Symposium. One common way this presentation happens is as a conference-length talk as part of a research panel, or via participation in a roundtable discussion. Your symposium presentation ordinarily happens in your third or fourth year. This requirement enhances your dissertation work by providing a useful forum for sharing preliminary research results and receiving feedback from interested students and faculty members across a range of disciplines.



# UNIVERSITY SERVICES



# ACCESSIBILITY, HEALTH AND WELLNESS

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## Student Accessibility Services

If you have accessibility or disability needs (mental or physical) that affect your academic functioning, consult with SAS to arrange the accommodations that you need. Once your accommodations are documented by SAS, your instructors are required to honour them!

## Student Wellness

You have access to medical care and mental health counselling through the Student Wellness Centre.

## Athletics and Recreation

Students can take advantage of the university's extensive fitness facilities and recreation programs. Learn more at the Athletics and Recreation site.

# LIBRARIES

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## University Library

The University library has several locations on campus. Most of the physical resources for Humanities and Social Science are housed in **Mills Library**. You can access the catalogue and all online resources from the University Library page.

There's also a page of library resources specific to graduate students. One service the library provides is a comfortable, quiet study room for grad students.

## Hamilton Public Library

If you live in Hamilton you can obtain a library card and borrowing privileges at the city's library system, free of charge. In addition to physical books at its many locations, HPL also has an extensive collection of eBooks and audiobooks.

# GRADUATE STUDENTS ASSOCIATION

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## Graduate Students Association

The Graduate Students Association advocates for the needs of the collective, acts as a resource, and provides support and services that improve the graduate student experience.

One particularly useful service that the GSA provides is a bus pass for City of Hamilton (HSR) transit.

The GSA also operates the Phoenix Bar & Grill on campus.

# ENGLISH LANGUAGE DEVELOPMENT

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## MELD

The MELD office offers support for students whose first language is not English, including workshops for academic skills and for adjusting to Canadian culture, and one-on-one help.





# CREDITS

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Cover Photo by Julia Volk

Photo of Dr. Anderson by Lindsay Palmer